

SWAMPSCOTT CONTRIBUTORY RETIREMENT BOARD

PT Administrative Assistant

The Swampscott Retirement Board seeks applications from accomplished administrative assistant to provide technical and administrative support to the Retirement Administrator. Duties include but are not limited to retirement benefit administration, records maintenance, and communicating technical information to the retiree & member population. Preferred candidates shall have MA municipal experience and familiarity with PTG Retirement software. Excellent website skills, administrative skills and related work experience and strong interpersonal skills. Position will work 20 hours/wk with benefits. Salary range: depending on experience and qualifications.

To apply, please send cover letter and resume to: Swampscott Contributory Retirement Board, c/o Nancy Lord, Retirement Administrator, 22 Monument Avenue, Swampscott, MA 01907 or via email at nlord@swampscottma.gov

Full job description available at www.swampscottretirement.com

Position open until filled.